HIGH POINT UNIVERSITY

THE PREMIER LIFE SKILLS UNIVERSITY

Travel Guidelines and Policies

Planning Smart. Traveling Safe.

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The WHY

Any Student Organization wishing to attend an off-campus event (travel) will need to follow this process.

→ *BOTH the Advisor and Student Leadership play key roles. It is a partnership!*

Advantages

- Consistency with the overall University travel policy.
- Ensures students, faculty and staff have a consistent and safe experience in accordance with our University mission.
- Maximizes University funds allocated to SGA & GSGA.
- Better transaction processing without the need for upfront costs to the student, faculty or staff.

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What's Included?

- Accommodations
- Transportation
  - Air
  - Train
  - Bus / Shuttle / Rental Car
- Registration and Event Fees
- Travel Waivers



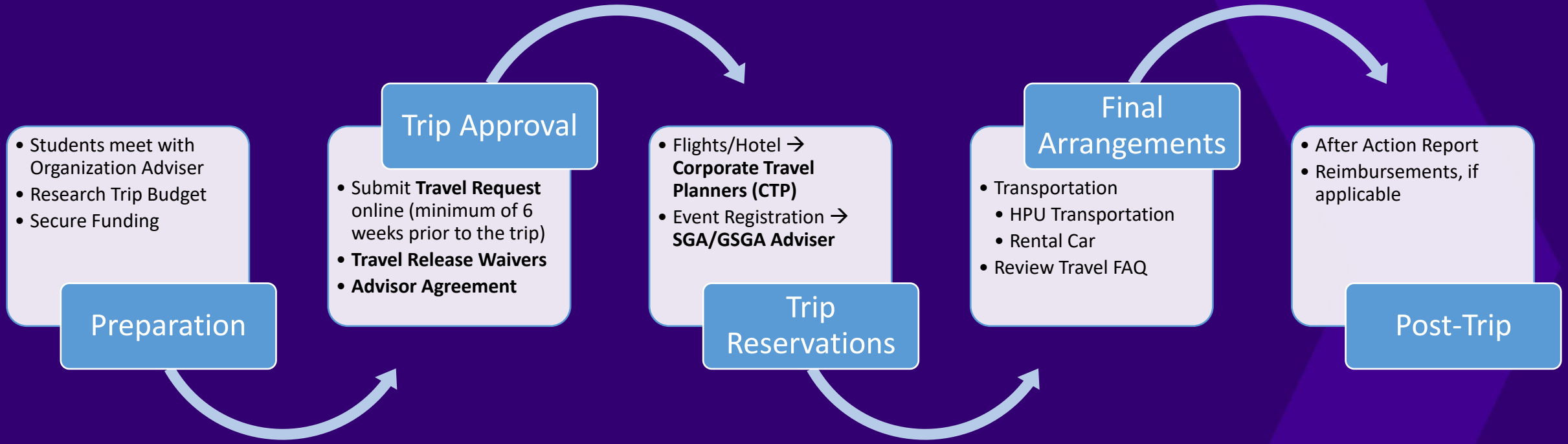






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Travel Process



All travel-related requests should be submitted a **minimum of six weeks prior** to the first date of travel. Any travel requests made after the recommended window are not guaranteed and organizations will accept any funds lost due to incomplete and/or late travel arrangements.

- Local Event – 6 weeks
- Overnight Travel (drivable distance) – 6 weeks
- Overnight Travel (air/train) – 6-8 weeks
- International Travel – 10-12 weeks

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Phase 1: PREPARATION

Students meet with the Organization Advisor to review the details of the proposed trip.

- Confirm the HPU Faculty/Staff chaperone who will travel with the group.
  **Note: If the advisor CANNOT travel with the group, then it is their responsibility to secure an alternate chaperon who is an approved HPU Faculty/Staff member.*
- Determine logistics needed for the trip - transportation, lodging, event registration and more.
- Collect information on students who will be participating in the trip.
  (i.e., full name, birthdate, cell phone number, HPU email address, gender, state of residency)

Budget/Funding – Research the trip budget and identify funding source(s).

- Organization Funding (fund balance from dues or fundraising)
- Bill or Budget
- Student Contributions
  **Note: Use the Student Contribution Calculator spreadsheet.*
- Advisor/Chaperone expenses (i.e., event registration, lodging, transportation) should be covered by the organization.

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Instructions:

1) Enter the total BILL AMOUNT (total cost of all expeneses) into the highlighted cell below.

2) If more than 30 students are attending, enter the total number attending in the highlighed cell beside OTHER AMOUNT below.

3) Go down to the number attending to identify the total cost per person of the bill and the calculated Student Contribution.

Example:

Bill amount is $10,000 and 12 students are attending. The total cost per student is $833.00 with a Student Contribution of $129.00.

# People Attending (not including advisor)	Bill Amount (*per person*)	Student Contribution (*per person*)
1	$ -	$ 25
2	$ -	$ 25
3	$ -	$ 25
4	$ -	$ 25
5	$ -	$ 25
6	$ -	$ 25
7	$ -	$ 25
8	$ -	$ 25
9	$ -	$ 25
10	$ -	$ 25
11	$ -	$ 25
12	$ -	$ 25
13	$ -	$ 25
14	$ -	$ 25
15	$ -	$ 25

Bill Amount =	**$ -**

Minimum	$ 25.00
Maximum	$ -

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Phase 2: SECURE TRIP APPROVAL

Submit Your Travel Request Form

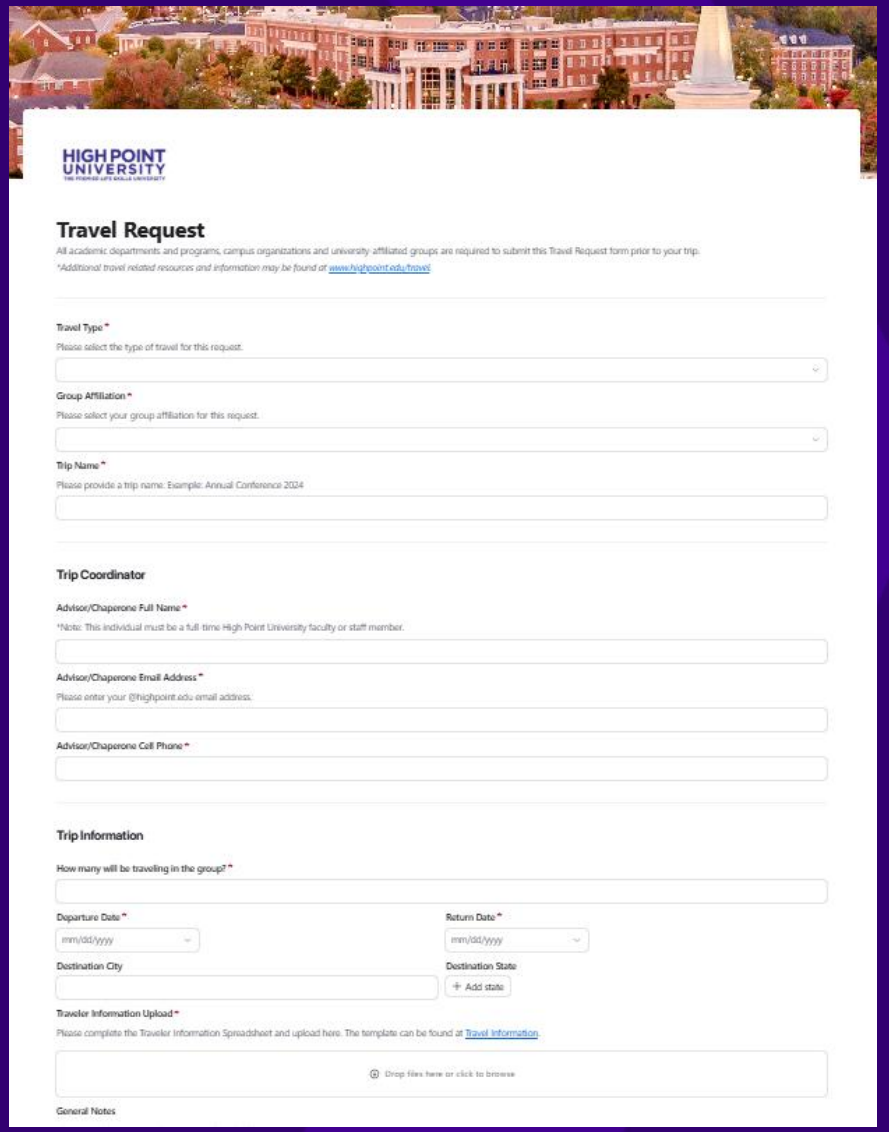
To be completed by the Advisor

- Club/Organization Information
- Chaperone Information
- Travel Service(s) Requested
- Traveler Information Spreadsheet
- Logistics (i.e., flights, lodging, registration fees)

The SGA/GSGA Advisor will review and follow up with instructions to book travel.

Student Travel Release Waiver

- Students complete online for any overnight trip, domestic or international.



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Travel Request

All academic departments and programs, campus organizations and university affiliated groups are required to submit this Travel Request form prior to your trip.

*Additional travel related resources and information may be found at www.highpoint.edu/travel

Travel Type *

Please select the type of travel for this request.

Group Affiliation *

Please select your group affiliation for this request.

Trip Name *

Please provide a trip name. Example: Annual Conference 2024

Trip Coordinator

Advisor/Chaperone Full Name *

*Note: This individual must be a full-time High Point University faculty or staff member.

Advisor/Chaperone Email Address *

Please enter your @highpoint.edu email address.

Advisor/Chaperone Cell Phone *

Trip Information

How many will be traveling in the group? *

Departure Date *

mm/dd/yyyy

Return Date *

mm/dd/yyyy

Destination City

Destination State

+ Add state

Traveler Information Upload *

Please complete the Traveler Information Spreadsheet and upload here. The template can be found at Travel Information.

Drop files here or click to browse

General Notes

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Phase 3: TRIP RESERVATIONS

Flights and Lodging

- SGA/GSGA Advisor will provide the Advisor with contact for our travel agents - CTP (Corporate Travel Planners)
- Advisor contacts CTP by filling out the appropriate Group Travel Link.
  CTP will acknowledge receipt of the request within 24 hours and assign a group agent. The agent will respond with a proposal within 24-72 hours, depending on the complexity of the request.

Event Registration(s) and Other Pre-Paid Expenses

- Coordinate these with the SGA/GSGA Advisor directly for payments to be made using an approved University form of payment. May require Finance Request.
- *Note: Please copy the SGA/GSGA Advisor on all reservation emails.

Credit Card Authorization Forms

Student Contributions

- Collect your student contributions via cash, check or HPU Passport.
- Deposit them with the SGA/GSGA Advisor using the appropriate deposit form(s).

Groups 1-9 Travelers

ctp

High Point University Travel Request Form

If selecting multiple travelers, all will need to be on the same itinerary. If there is a divergence in the itinerary, please submit a separate travel request.

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Requester Name *

Requester Email Address *

Requester Phone Number *

Travel Type *

- [ ] Business
- [ ] Guest

Is the travel federally funded? *

- [ ] Yes
- [ ] No

High Point University Required Information

Groups 10+ Travelers

High Point University Group Travel Request Form

Filling out this form for each of your groups enables CTP's Group Team to provide comprehensive and accurate quotes and contracts tailored to your group's needs.

Utilize the "Additional Notes" section in each category to provide any supplementary information not covered by the standard questions. Your input ensures that we have a complete understanding of your group's unique requirements. Towards the end of the form, you will have the opportunity to attach relevant documents or PDFs, facilitating a smoother communication process.

Thank you for choosing CTP Group Travel Services. We look forward to assisting you.

Fields marked with an asterisk (*) are required.

Type of Group *

Select group type (i.e. Study Abroad - University Sponsored International Trip; Club - Debate, Sorority, 4-H, Conference - University Board Meeting; Engineering Conference).

Name of Team or Event *

Enter team or event name (e.g. Women's Tennis/Men's Basketball) or event name (e.g. Model UN/German Language Study Abroad).

Number of Travelers *

This form is for athletics groups any size and groups (non-athletics) of 10 or more travelers.

#

Group Leader Contact Details

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Phase 4: FINAL ARRANGEMENTS

Ground Transportation via HPU Transportation

- Organization Advisor submits the TRIP Request Form
- Airport Shuttle (GSO, RDU and CLT airports only)
- HPU Shuttle, Bus, or Van
- Rental Cars – Enterprise is a preferred vendor for HPU

Rideshare / Local Ground Transportation at Destination

- All ground transportation needs at the destination location can be coordinated by the travelers and paid via reimbursement post-event, if applicable. Be sure to keep all receipts for reimbursement.

Review the Student Organization Travel FAQ

Advisor Obtains an SGA/GSGA University Travel Card



Logout

Home | New Request | Favorites | History | Settings | Help

Favorites

No favorites have been saved.

New Trip Request

Trip Type:

- ○ Academic Field Trips
- ○ Airport Shuttle Service
- ○ Athletics - Intercollegiate Club Sports
- ○ Athletics - NCAA
- ○ HPU Activities & Events (Presidential, REC)
- ○ HPU Campus Clubs
- ○ SGA Organizations
- ○ Train Station Shuttle Service

Continue | Cancel

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Phase 5: POST-TRIP

Advisor Returns the SGA/GSGS University Travel Card
All detailed receipts must be included.

Reimbursements (if applicable)

- **S***ubmitted within one week of returning from your trip*
- SGA/GSGA Finance Request
- Travel Expense Worksheet with detailed receipts
- All documentation must be provided for reimbursement to be approved.

Complete an After-Action Report (AAR)

- Completed within 7 days of the trip